

**DIVISION CIRCULAR #2
(N/A)**

DEPARTMENT OF HUMAN SERVICES

DIVISION OF DEVELOPMENTAL DISABILITIES

EFFECTIVE DATE: October 31, 2003

DATE ISSUED: October 20, 2003

(Rescinds Division Circular #2, "Procedure Review", issued March 1, 1999)

- I. **TITLE:** Procedure Review
- II. **PURPOSE:** To assure the review of operating procedures.
- III. **SCOPE:** This circular applies to developmental Centers and regional offices of Community Services. It does **NOT** apply to provider agencies under contract with or regulated by the Division.
- IV. **POLICIES:**
 - Division policy shall be developed and promulgated as Division Circulars only over signature of the Division Director.
 - Each developmental center and regional office shall have written procedures that delineate its major functions, clarify administrative responsibilities and guide personnel in the completion of their assignments and promote operational consistency and efficiency.
 - Procedures shall be consistent with applicable laws, regulations, Administrative Orders Division Circulars and Quality Enhancement Procedures (QEP).
 - Procedures shall be reviewed and updated by the operating unit, as necessary, but no less than every five years.
 - Each procedure shall contain a date of issuance and an identification number.

- Procedures shall be signed by the Chief Executive Officer in a developmental center or the Regional Administrator in a regional office.
- A copy of the unit's procedure shall be kept on file in the office of the appropriate Regional Assistant Director.

James W. Smith, Jr.
Director